



MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
EXECUTIVE COMMITTEE

November 8, 2006
2:00 PM

ROOM 324A, RUG ROOM
MARIN COUNTY CIVIC CENTER
3501 CIVIC CENTER DRIVE
SAN RAFAEL, CALIFORNIA

MEETING MINUTES
TAM Executive Committee
November 8th, 2006

Members Present:

Steve Kinsey, Chair
Al Boro, Vice-Chair, City of San Rafael
Peter Breen, Town of San Anselmo
Alice Fredericks, Town of Tiburon
Joan Lundstrom, City of Larkspur

Commissioner Members Absent:

Cynthia Murray, Marin County Board of Supervisors
Lew Tremaine, Town of Fairfax

Staff Members Present:

Dianne Steinhauser, Executive Director
Li Zhang, Finance Manager
Eric Schatmeier, Planning Manager
Denise Merleno, Recording Secretary

Vice-Chair Boro called the meeting to order at 2:10 p.m.

1. Chair's Report

Vice-Chair Boro stated that the Chair's Report will be deferred until Chair Kinsey arrives.

2. Commissioner Comments

None.

3. Executive Director's Report

Executive Director Dianne Steinhauser reported that Prop 1 A and 1B passed. She advised this group that there is a statewide meeting of the California Transportation Commission (CTC) in Jackson today to discuss the next steps for the bond and adopt the guidelines for the Corridor Mobility Improvement Account (CMIA). MTC's Programming and Allocation Committee adopted, today, their guidelines which are a reflection of the CTC guidelines. The CTC announced targets for the 4.5 billion dollar CMIA. The only requirement in the legislation is that it follows the 40/60 split - 60% goes to Southern California and

40% (\$1.8 billion) to Northern California. Sub-regional targets were named, with those sub-regions in the north established as follows: the central coast, the Bay Area, Sacramento, San Joaquin, and the rural north counties. The target given to the Bay Area was \$350-850 million, which was immediately pointed out by MTC as being unacceptable. As eighty percent of the congestion in northern California lies in the Bay Area and there are \$4 billion in projects that would meet the qualifications and are ready to go, this target is not necessarily good. The disclaimer quickly made by the CTC staff as well as Caltrans staff is that decisions would not be made by the targets but rather the best projects which would be performance based. As a result, Ms. Steinhauser stated that the Bay Area needs to put together its "best possible list". MTC is contemplating putting together a list in the range of \$1.5-2.0 billion, this being a reduction below the level of the current candidate list. She concluded by saying that there will be funds for Marin and Sonoma counties but what is unclear is what projects and how much money will be available.

In response to a question from Commissioner Breen about what influence the legislators may or may not have on the decision-making process, Ms. Steinhauser said that it would behoove the Bay Area to ensure that Senators Don Perata and Tom Torlakson are working on its behalf since they drafted these two pieces of legislation.

Commissioner Lundstrom stressed that economics is another component that needs to be considered when projects are selected. She added that the Bay Area is the economic engine for the central valley and the north. Ms. Steinhauser said that 12% of ocean cargo comes to the Port of Oakland and the remaining goes to Los Angeles/Long Beach, so southern California will more than likely receive the bulk of the funds available from the Trade Corridor Account. The additional caveat of the sponsor or MTC supplying a 50% match in order to qualify for Trade Corridor money will make it difficult to qualify for this money.

On another topic, Ms. Steinhauser stated that she and Chair Kinsey attended a meeting today with members of the Bay Conservation and Development Commission (BCDC), the MTC and Caltrans regarding the Richmond/San Rafael Bridge Public Access Study results which is nearing completion. MTC agreed to look at two lower cost alternatives than were proposed in the current study. MTC staff will present the draft study results to the TAM Board at its December meeting. She concluded this topic by saying that the prognosis is hopeful for allowing the Bay Trail to extend over the bridge.

She concluded her report by telling this group that Caltrans has delayed the Marin/Sonoma Narrows draft environmental document as the result of the Federal Highway Administration requesting an updated air quality report to include a section on air toxics and additional design changes to the East Washington Blvd. interchange in Petaluma. She estimates the revised release date to be January/February 2007.

4. Approval of Minutes from October 11, 2006 Meeting

The minutes from October 11, 2006 were approved without revision.

5. Progress Report on FY 06/07 Work Plan (Discussion)

ED Steinhauser reported that the TAM Board approved TAM's 2006/07 Work Plan at its board meeting in May 2006 and she advised that staff will be presenting highlights from this plan to the Executive Committee on a quarterly basis. She highlighted the following items in each area:

Project Delivery

Delivery of Segment 4 on Hwy 101 is ongoing. She hopes to advertise this project in mid-December with bid opening in February.

Regarding Segment 3, she said that Caltrans and the contractor are reporting that there is the possibility of accelerating the opening of the SB 101 to I-580 connector and the HOV lane by as much as six months. They were to be completed in December 2008, but it may be completed in the summer of 2008. She cited the opening ceremony for West Francisco Blvd. which took place on October 27. An additional change to this project is being explored: 1) the widening of the Westbound 580 connector to northbound 101 from one to two lanes while simultaneously accommodating sidewalk improvements on East Francisco Blvd. She will report the results of this exploration at the November TAM Board meeting.

The draft EIR for the Marin Sonoma Narrows will be delayed. The project manager and design manager for this project left the employ of Caltrans which will cause setbacks to this project.

The Crossing Guard Program was implemented in the first quarter.

The Regional Measure 2 projects are moving forward. The East Sir Francis Drake Blvd. widening project has been delivered. The corridor team had a successful workshop on October 24 regarding the multi-modal improvement needs to the Greenbrae Corridor. Progress is being made toward the completion of the Cal Park Hill Tunnel Rehabilitation and multi-use pathway.

Planning

Eric Schatmeier, TAM's Planning Manager, highlighted five planning areas: the Bike/Ped Plan Update, the TOD/PED toolkit, Community Based Transportation Planning, Congestion Management Planning and Safe Access to Schools.

Four community workshops are being held throughout the county in November to encourage the public's input regarding the bike/ped plan update. This first set of workshops is to capture the existing bike/ped path system and seek ideas on what types of improvements the local jurisdiction may want to include in their plan update.

Commissioner Lundstrom emphasized the importance of including the word "pedestrian" when referring to this update given that these are multi-use pathways. She also stressed that these are more than simply recreational pathways but could be considered connectors and an alternative to driving when going from one point to another.

In response, Ms. Steinhauer stated that the workshops are to solicit ideas about what is missing from the existing bike/ped plans that were adopted by the local jurisdiction. The next phase of the process will be to speak with the local jurisdictions about anything that may have been missed and should be added.

Mr. Schatmeier spoke briefly on the Transit-Oriented Development/Pedestrian toolkit and said that TAM has been working with the TPLUS Advisory Committee to prepare a draft of the toolkit. After extensive local jurisdictional input, a draft will be ready for distribution to the advisory committee next week. It is estimated that a draft version will be submitted to the Executive Committee and then the TAM Board after the first of the year and a final version in either January or February 2007.

He spoke about the Community-Based Transportation Plans (CBTP) and stated that the Canal CBTP has been accepted at the TAM Board meeting in September 2006. It has also been accepted by the City of San Rafael. TAM staff is working with the City on the assembly of a funding plan. The Marin City CBTP is ramping up and the initial meeting with some of the community leaders was held in order to assemble a stakeholder committee to be chosen by Supervisor McGlashan. A meeting of this committee and other community leaders is tentatively planned to be held in December.

In the area of the Congestion Management Plan (CMP), he reported that an update is due next year and staff is assembling a request for proposals to go out later this month. Also being finalized will be the traffic count which will provide current data for input into the CMP.

He concluded his report by talking about the Safe Access to School Program. The crossing guard program has been implemented at 54 locations. The second part of the Safe Access program is the Safe Routes to School educational component and to that end, 42 schools have become involved. On the capital improvement side, there is a current call for projects for the federal/state Safe Routes capital grant program, with a call for projects issued last month and candidates due with a January 2007 deadline. TAM staff is coordinating the assembly of those applications Countywide. The call for projects for the TAM Measure A Safe Pathways Program is being prepared, with the call to go out in December or January.

Finance

Li Zhang, TAM's Finance Manager, reported that activity mentioned in the agenda packet has already been reported to the TAM Board at its meeting last month, so she provided a quick recap of the activity. She reported that the county implemented a new accounting system, SAP, in July and TAM staff has been working with county staff to customize the coding to track revenues and expenditures. She met with the Board of Equalization (BOE) to find a way to better track revenue for Measure A and was able to obtain a future estimate of advances through the second quarter of 2007. The BOE will also be providing her with sales tax information for the county and she will be building a model to track and estimate future revenue. In response to a question from Commissioner Boro about the possibility of breaking down the tax revenue by city, Ms. Zhang stated that the BOE classifies certain information as confidential, but she will investigate what information can be made public.

The FY 2005/06 audit is underway and Ms. Zhang is hopeful that a draft report will be available by December. She added that the Citizens' Oversight Committee is overseeing this process and will be the first group to see the draft before it is presented to the TAM Board.

The FY 2006/07 budget revision included RM2 revenue that was not originally included in the budget. Money was also allocated for a computer server for TAM's IT support function.

She finalized her report by stating that a financial advisor has been selected and she met with him last week to initiate TAM's investment policy. A meeting with the Treasurer's office is scheduled to review this policy after which it will be presented to the TAM Board for review in January 2007.

Programming

Ms. Steinhauser reported that two allocations of Measure A funds to local jurisdictions – Mill Valley and Novato - for major roads projects will be presented to the Board later this month. Funding agreements have been sent for signature to the jurisdiction for allocation of local infrastructure funds. Staff has been working with the City of San Rafael to preserve federal money received from MTC; these funds

have been moved to appropriate projects for delivery later this year. A unified call for projects is planned for three other fund sources – TDA Article 3, Regional Bike/Ped Program (RBPP), and the Transportation Fund for Clean Air (TFCA). The CTC is due tomorrow to allocate the Marin share of STIP Planning, Programming and Monitoring funds. TAM receives \$42,000/year but MTC takes \$18,000 with a net \$24,000 to TAM. Under new legislation, TAM should be able to claim more money in the future. She finalized her report by saying that TAM allocated MTCD funds and is working with the transit agency staff on an MCTD performance report which will cover its first year of operation. Amy Van Doren, MCTD's Transit Planning Manager, will be providing the TAM Board with a report at its November meeting.

Administrative

Ms. Steinhauser reported that four staff has been recruited since May and an IT consultant was hired to address IT needs and research the purchase of a server.

In presenting this item to the TAM Board, it was suggested that a shorter version be provided with highlights noted followed by a Q&A if needed.

Commissioner Boro suggested and the Committee members agreed to delay the discussion of Item 6 until Chair Kinsey arrived.

Chair Kinsey arrived at 3:00 p.m.

Chair Kinsey thanked Mayor Boro for presiding in his absence.

6. Hwy. 101 Funding Needed for Segment 4 (Action)

Ms. Steinhauser stated that the Highway 101 project is now \$4.4 million short of what the TAM Board approved for completion of the multi-use path and soundwall portion of the project. The cost increase is partially related to the path and soundwall portion of the project and partially related to the highway project. Approximately \$1.5 million in sales tax remains leaving a \$2.9 million shortfall. The elimination of some features is being examined but staff is unsure that any elimination will bring the number down significantly enough to ensure sufficient funds. As a result, staff is looking for another source of funds to make up the needed \$2.9 million. Some sources being considered including asking for a federal appropriation earmark; the schedule for adopting the federal budget may not occur until January. Since Caltrans needs to be assured of the funding, through a coop agreement, before the project can be advertised on December 18, a quicker option will need to be considered. Staff is also presenting the option of requesting Non-Motorized Pilot Program funds, Regional Bike/Ped Program funds, or looking towards other local fund sources, including funds from the City of San Rafael. The project would be awarded in February 2007 and begun in April 2007.

In a discussion about Segment 3 with Caltrans and Ghilotti Bros., Ms. Steinhauser was advised that there is a possibility of accelerating that project by six months which would open the carpool lanes in the summer of 2008. Consequently, solving the funding issue of Segment 4 becomes critical to keeping the project on schedule.

Responding to a question from Chair Kinsey as to the possibility of swapping funds during the course of the project if a funding source is identified, now, in order to be able to advertise, Ms. Steinhauser responded affirmatively, as long as funds are locally controlled. Federal funds and state funds have to be committed prior to advertising.

When asked if early completion of Segment 3 would mean a cost savings which could then be applied to Segment 4, Ms. Steinhauser responded that it is theoretically possible, except that there are numerous problems associated with this segment which have already added to the original cost and are quickly eating up any cost savings.

Chair Kinsey said he has two goals for this project: the first is to not lose time going to bid and the other is to leave the soundwalls intact. He'd like to ask Caltrans for assistance as well as explore the possibility of using the accrued interest from unused funds. Another idea he had is using the local infrastructure funds from the City of San Rafael in the near term. Lastly, he suggested some easy design changes such as cutting back on lighting and landscaping in order to save money.

A discussion ensued about some possible solutions to the shortfall which included the City of San Rafael loaning some of its local infrastructure funds to the project and then begin repaid by future STIP funds that TAM would receive as a result of Proposition 1B. Another idea is to define this segment of Hwy 101 as a regional road in order to use local infrastructure money allocated to Marin's cities/towns. Also suggested was trying to find a way to reduce the size of the project (e.g. delay construction of a portion of the path, for now, and revisit the design exception to the soundwall) in order to get it to bid.

Commissioner Adams stated that it is worth exploring delaying certain parts of the path but that it is important to remain flexible since the amount of bond money that will be available remains uncertain. She added that there is an issue of public trust involved since Measure A was championed by many based on this particular project which includes the path and the soundwall.

In response to a question from Andy Preston, Public Works Director of San Rafael who asked if relocating the SMART tracks could be delayed until a later time, Ms. Steinhauser said that it might be worthwhile to speak with SMART about this. However, the years it took to develop a final agreement with SMART on relocation is reason enough to not change that agreement and lose precious time.

Ms. Steinhauser stated that, in order to avoid delaying the project moving forward, she would like to ask the TAM Board to commit to a co-op amendment with Caltrans that states that we will find a fund source for the project. We will list this amount of money coming from Measure A and local funds since the viability of the ideas discussed earlier in this item will take some time to investigate

Chair Kinsey recapped this item by stating that the positive message from this committee is that it does not want to delay the project but it does not want to completely use regional funds that are available to all jurisdictions in Marin as the way to get there if at all possible. He asked Ms. Steinhauser to work with Commissioner Boro and him in order to finalize a report for the November Board meeting.

Chair Kinsey left the meeting at 3:50 p.m.

7. Allocation of Measure A Funds to Mill Valley and Novato (Action)

Hank Hauge, a consultant to TAM, reported that this item is a follow up to the Strategic Plan revision item being presented to the Board this month. Staff is requesting a funding allocation of \$42,000 for Novato and \$250,000 for Mill Valley and would like this group to recommend approval to the full TAM Board.

In response to a question raised by a member of the public about why segment 2 of the Novato project is being done first, Mr. Haugse responded that Segment 1 is more involved and more expensive than Segment 2 and can be done now.

The Committee agreed unanimously to recommend approval to the full TAM Board.

8. Transit Subsidy – Crossing Guard Program (Action)

Mr. Haugse reported that as a follow up to a recommendation made at the last meeting, additional research was conducted on the possibility of a transit subsidy for crossing guards employed by All Cities Management Services (ACMS). The suggested pilot program was modeled after a similar program administered by the county to county employees who may purchase a transit book at a reduced price and the county pays the difference to MCTD. The transit books would be distributed to the crossing guards by ACMS at a cost of \$18/book and ACMS would invoice TAM for the matching \$18. Using the assumption that 50% of the guards would participate, the cost for a full school year would be approximately \$14,000 which would affect TAM's ability to hire 1-2 guards.

In response to a question from Commissioner Boro about whether or not guards who do not take advantage of this program will ask to be compensated in another form, Mr. Haugse said that this is program designed to incentivize the use of transit as modeled by the county's program. ED Steinhauser expressed her belief that this program may not be appropriate given that ACMS is a for-profit company. It is not necessarily suitable for TAM to subsidize the cost of transportation under a contract that guarantees transportation already. She supported bringing the item back for discussion based on her perception that this committee wants to explore this as a possible subsidy.

After additional discussion on this matter, Commissioner Boro suggested, and the committee agreed, to continue this item to the next regular committee meeting.

9. Adopt Priorities for the I-Bond (Action)

ED Steinhauser reported that TAM has two projects – the I580 Westbound to Highway 101 Northbound connector widening improvements and the Marin/Sonoma Narrows – that are ready to go if/when I-Bond money becomes available. The cost of these projects is in the range of \$500 million which is much more than TAM will be eligible for. The CMAs were asked by MTC to prioritize the project segments that they'd like to move forward on. TAM has four project priorities which include: 1) widening the connector from I-580W to Hwy 101 N from one to two lane (\$20 million CMIA funds requested); 2) Marin-Sonoma Narrows Phase B widening from Atherton Avenue to Rte. 116 in Petaluma (\$250 million CMIA funds requested); 3) Marin-Sonoma Narrows Phase A widening from Hwy. 37 to Atherton Avenue through Novato; and 4) northbound Hwy. 101 to eastbound I-580 connector improvements (\$105 million CMIA funds requested).

A discussion took place on these four priorities and concluded with the committee unanimously supporting a recommendation to the TAM Board to adopt the priorities as listed.

10. Annual Report Schedule (Discussion)

Li Zhang, TAM's Finance Manager, presented the proposed schedule for preparing the upcoming 2006 TAM Annual Report. The report will be drafted in the early months of 2007 and adopted in March/April.

The report, like last year, will highlight Measure A activity as well as cover TAM's activity as a CMA. After the first of the year, a detailed scope will be coming back to the ExComm for comment.

11. Office Relocation Update (Discussion)

ED Steinhauser reported that the Acting General Manager for MCTD is agreeable to relocating with TAM. Possible sites are 899 Northgate and the Corporate Center in San Rafael. The two spaces would cost the same roughly, but since the space at 899 Northgate does not offer room for expansion, TAM staff is moving forward with the lease at the Corporate Center. Staff hopes to bring a lease to the board for approval by January 2007 at the latest.

12. Open Time for Public Expression

Don Wilhelm said that the Gap Closure project is the only one in TAM's Expenditure Plan where the revenue to pay for the project was not fully identified. All other projects allow for adjustments to the level of the project to match the revenues. Commissioner Boro thanked Mr. Wilhelm for his comment and seeing no other member of the public requesting to speak, the meeting was adjourned.

Commissioner Boro adjourned the Executive TAM meeting at 4:25 p.m.